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ABSTRACT

Included in this set of manuals are: (1) guidelines for document delivery to member libraries within the St. Louis Regional Library Network (SLRLN) in which eligible materials are described, addressing and packing are outlined, routing and deliveries are discussed, and a list of delivery system participants is provided; (2) a descriptive guide to the INFO-PASS interlibrary lending system in which user eligibility for INFO-PASS privileges is outlined, procedures for using INFO-PASS are described, abuse of INFO-PASS is discussed, and to which the various forms and reports associated with INFO-PASS policies and procedures have been appended; and (3) a manual detailing practices and administrative policies pertaining to interlibrary loan activities within SLRLN, which includes a list of location codes for SLRLN member libraries, sample interlibrary loan forms, a location checklist, a bibliographic checklist, a list of interlibrary loan committee members, and the SLRLN Member Library Interlibrary Loan Policy Statements. (JL)

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ST. LOUIS REGIONAL LIBRARY NETWORK MANUALS

DELIVERY SYSTEM MANUAL

INFO-PASS MANUAL

INTERLIBRARY LOAN PROTOCOL, PROCEDURES AND POLICIES MANUAL

IR010339

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I. INTRODUCTION

The Network Delivery System provides document delivery service to member libraries. The system has two routes: Route A, developed by interconnecting existing Network delivery systems, and Route B, developed for extension to other Network libraries on an "as needed" basis. Deliveries are made to participating libraries in the St. Louis area, the four campuses of the University of Missouri, Linda Hall Library in Kansas City, the Kansas City Metropolitan Library Network (KCMLN) and the Northwest Missouri Library Network (NWMLN) member libraries.

To join Route A, a Network library must arrange for delivery of its packages to and from a Route A library. Contact the Network Administrator to discuss a delivery site and to sign a delivery agreement.

To join Route B, a Network library must be located in St. Louis (City) or St. Louis County. Contact the Network Administrator to sign a delivery agreement for Route B.

A library may join either Route A or Route B. A library may change routes by contacting the Network Administrator and signing a new delivery agreement.

II. ELIGIBLE MATERIALS

Print and non-print materials generally available through interlibrary loan may be sent on the delivery system. Materials include: books, serials, photocopies, microforms, and audiovisuals. Bills and other memoranda may also be sent.

III. INSTRUCTIONS FOR ADDRESSING, PACKAGING AND STATISTICS

A. Addressing a package:

1. A copy of the two-part delivery label appears below:

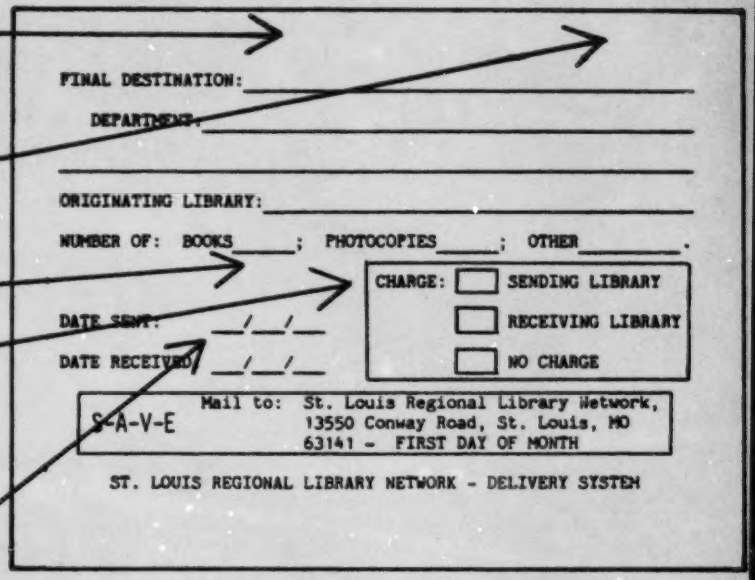
a. When sending to a Route B library, indicate ROUTE B at top of card.

b. Indicate KCMLN or NWMLN on top of card on packages sent to a KCMLN or a NWMLN member library, respectively.

c. Itemize the "Contents" of the package.

d. Indicate which library (if any) is to be charged.
Route A charge = $.25 per package.
Route B charge = $2.50 per package.

e. Indicate the day the package will leave your library.


FINAL DESTINATION:
DEPARTMENT:
ORIGINATING LIBRARY:
NUMBER OF: BOOKS____; PHOTOCOPIES____; OTHER____.
CHARGE: SENDING LIBRARY
RECEIVING LIBRARY
NO CHARGE
DATE SENT: __/__/__
DATE RECEIVED: __/__/__
S-A-V-E
Mail to: St. Louis Regional Library Network, 13550 Conway Road, St. Louis, MO 63141 - FIRST DAY OF MONTH
ST. LOUIS REGIONAL LIBRARY NETWORK - DELIVERY SYSTEM

f. Detach the top sheet of the delivery label and return to the Network office promptly on the *first of each month* for statistical reporting. Attach the second sheet (white card) securely to the package. Statistics and charges will be calculated from top sheets returned to the Network office.

B. Receiving a package:

1. Verify the information on the delivery label (address, contents, charge).

2. Detach address labels from packages received from KCMLN and NWMLN and return them to the Network office *promptly on the first of each month* for statistical reporting. NOTE: Do not return address labels from packages received from St. Louis Regional Library Network members.

C. Packaging

1. Items for one location should be contained in a single package not to exceed 20 pounds. Combining items is more cost-efficient as charges are computed on a "per package" basis.

2. Package items in one of the following: envelopes, jiffy bags, paper sacks, paper and string. The delivery label must be clearly visible and securely attached to the package.

D. Statistics and Statements

Monthly statistics of usage and cost per package are computed from the address labels and the St. Louis County Library delivery logs sent to the Network office. Quarterly statements for delivery charges are sent to the appropriate St. Louis Regional Library Network libraries.

IV. METHODS OF OPERATION

A. Route A:

1. Accessing:

Route A libraries use the system by interconnecting with another Route A library on a regular established basis.

To access Route A, send packages via the established connecting library.

To access Route B, phone the Network office before 11:00 on the day the service is needed. A delivery log is kept for statistical records by St. Louis County Library.

In an emergency, "door-to-door" service between libraries may be requested. Phone the Network office before 11:00 on the day the emergency service is needed.

2. Costs:

Accessing Route A costs $.25 per package.

Accessing Route B costs $2.50 per package.

Emergency "door-to-door" service costs $2.50 per package.

Because St. Charles City/County Library, St. Louis County Library, St. Louis Public Library, and University of Missouri Libraries contribute personnel and vehicles to the delivery system, they are not charged for using Route A.

B. Route B:

1. Accessing:

Route B libraries use the delivery system by phoning the Network office before 11:00 on the day the service is needed. A delivery log is kept for statistical records by St. Louis County Library.

In an emergency, "door-to-door" service to Route A libraries may be requested. Phone the Network office before 11:00 on the day the emergency service is needed.

2. Costs:

Accessing Route A or B costs $2.50 per package.

C. Deliveries to non-participants:

Any Network library within St. Louis City or St. Louis County, which has not signed a delivery agreement, is eligible to receive packages on Route B if the sending library has signed an agreement and absorbs the cost of $2.50.

D. Deliveries to Linda Hall Library:

1. Accessing:

Deliveries of materials or forms may be made to Linda Hall Library via Route A of the delivery system.

If you wish materials returned via the delivery system, indicate this on the ALA Interlibrary Loan request form and attach self-addressed delivery labels. On the delivery labels mark the "CHARGE: RECEIVING LIBRARY" box.

2. Costs:

Accessing Linda Hall Library costs Route A libraries $.25 per package and Route B libraries $2.50 per package. The St. Louis Regional Library Network will charge its member libraries for all deliveries to and from Linda Hall Library.

D. Deliveries to Linda Hall Library (continued)

3. Filling Requests:

Linda Hall Library will fill as many interlibrary loan requests (either by loan or photocopy) as are immediately available. Unfilled requests will be returned to the requesting library via the delivery system. Linda Hall Library does not retain requests for later fulfillment. Serials and conference proceedings are not available for loan and should not be requested.

4. Responsibility for materials:

The borrowing library is responsible for requested materials. This responsibility lasts for the entire loan period. The borrowing library will assume any damage or replacement costs.

E. Deliveries to Kansas City Metropolitan Library Network and Northwest Missouri Library Network:

1. Accessing:

Deliveries of materials are made to and received from KCMLN and NWMLN member libraries via Route A of the delivery system. A delivery log is kept for statistical records by St. Louis County Library.

2. Costs:

Accessing KCMLN or NWMLN will cost St. Louis Regional Library Network Route A libraries $.25 and Route B libraries $2.50 per package.

The St. Louis Regional Library Network will charge its member libraries for all deliveries to and from KCMLN and NWMLN. No charges will be made from one regional network to another.

If a St. Louis Regional Library Network library wishes to recover delivery costs from a KCMLN or NWMLN library the billing is between the two libraries.

E. Deliveries to KCMLN and NWMLN (continued)

3. Responsibility for materials:

The borrowing library is responsible for the material while the material is in its care. Any losses during this time will be absorbed by the borrowing library. Attach interlibrary loan information to each item.

V. DELIVERY LABELS

Delivery labels may be ordered from the Network office at $.05 per label. Because St. Charles City/County Library, St. Louis County Library, St. Louis Public Library, and University of Missouri Libraries contribute personnel and vehicles, they are not charged for labels.

VI. RATE INCREASES

Delivery System participants will receive 90 days notice prior to a rate increase.

VII. QUESTIONS AND CHANGES

Contact the Network office (878-8750) regarding any revisions in access, change of contact person(s), change of phone number(s), losses, or questions.

ST. LOUIS REGIONAL LIBRARY NETWORK DELIVERY SYSTEM PARTICIPANTS

ROUTE	LIBRARY	CONTACT	DAYS	VIA	RECEIVES FOR
B	American Soybean Assn.	Paula Keller 432-1600 x 20	On demand		
B	Anheuser-Busch, Inc.	Ann Hunter 577-2669	On demand		
NP*	Brentwood Public Library	Mary Lee Frisbie 962-4800 x 45	As needed		
A	Cardinal Newman College	Carolyn Kissling 261-2600 x 27	As needed	UMSL	
NP*	Christ Seminary - Seminex	Lucille Hager 534-7535	As needed		
NP*	Christian Academy	Terri Wolfe 429-7070	As needed		
NP	Community Library Assn.				
B	Concordia Seminary	Mark Wangerin 721-5934 x 295	On demand		
NP*	Crossroads School	Leslie Culp 367-8085	As needed		
NP	DeSoto Public Library				
NP	East Central Jr. College				
B	Envirodyne Engineers	Kay Flowers 434-6960	On demand		
A	Ferguson-Florissant School District	Stella Farley 595-2375	As needed	Florissant Valley Branch-SL Co Lib	
NP*	Ferguson Public Library	Sue Ann Schlosser 521-4820	As needed		
NP	Festus Public Library				
NP*	Fontbonne College	Sister Alberta Ann Ruys 862-3456 x 352	As needed		

NP - Non-participant
NP*- Eligible to receive packages on Route B but will not accept charges (Section IV-C)

ROUTE	LIBRARY	CONTACT	DAYS	VIA	RECEIVES FOR
A	Fort Zumwalt Senior High School	Sharon Sanker 1-272-6620 x 277	As needed	O'Fallon Branch-St. Charles Dist.	
B	Harris-Stowe State College	Martin Knorr 533-3366 x 36	On demand		
NP*	Hazelwood School District	Karel Holben 831-7100 x 78	As needed		
NP*	Incarnate Word Hospital	Sister Raymond Borgmeyer 644-6500	As needed		
NP	Jefferson County Community College				
NP*	John Burroughs School	Evalyn Rogers 993-4040	As needed		
A	John F. Kennedy High School	Mary Lou Caufield 226-5900	As needed	Grand Glaize Branch-SL Co Lib	
NP*	Kirkwood Public Library	Audrey Baum 821-5770	As needed		
A	Linda Hall Library	SLRLN Office 878-8750	MTWRF	UMSL	
A	Lindenwood Colleges Butler Library	Shirley McCormick 946-6912 x 329	As needed	St. Charles City/County	
A	Logan College of Chiropractic	Harriet Hirschfeld 227-2100	As needed	Daniel Boone Branch-SL Co Lib	
B	Mallinckrodt	Juanita McCarthy 895-5514	On demand		
NP*	Maplewood Public Library	Fran Ellison 781-2174	As needed		
A	Maritz Motivation	Patty Slocombe 225-1501	As needed	Grand Glaize Branch-SL Co LIb	
A	Maryville College	Tim Jacot 576-9493	As needed	St. Louis County Lib Headquarters	

NP - Non-participant
NP*- Eligible to receive packages on Route B but will not accept charges (Section IV-C)

ROUTE	LIBRARY	CONTACT	DAYS	VIA	RECEIVES FOR
NP*	May Dept. Stores	Julia O'Neal 436-3300 x 328	As needed		
NP*	McDonnell Douglas	Phyllis Fischer 233-2697	As needed		
A	Missouri Botanical Garden	Carla Lange 577-5100	F	Washington Univ- Olin Library	
NP*	Missouri Historical Society	Deborah Bolas 361-1424	As needed		
A	Missouri Institute of Psychiatry	Liz Landgraf 644-8835	MTWRF	UMSL	
B	Monsanto Company	Debbie Schaller 694-4737	On demand		
A	Parkway School District	Barbara Noble 851-8194	As needed	Thornhill Branch-SL Co Lib	
NP*	Pattonville School District	Susan Biggs 739-2258	As needed		
B	Pet, Inc.	Larry Walton 621-5400	On demand		
B	Petrolite Research	Polly Beinbrech 961-3500 x 325	On deand		
NP	Principia College				
A	Reorg. Sch. Dist. #1 - House Springs	Beth Cobb 677-3470	As needed	Tesson Ferry Branch-SL Co Lib	
NP	Reorg. Sch. Dist. #7 - Festus				
NP*	Richmond Heights Memorial Library	Edna Amend 645-6202	As needed		
NP*	Rock Hill Public Library	Jean Wetzel 962-4723	As needed		

NP - Non-participant
NP*- Eligible to receive packages on Route B but will not accept charges (Section IV-C)

ROUTE	LIBRARY	CONTACT	DAYS	VIA	RECEIVES FOR
NP*	Rosati-Kain High School	Lucille Bedan 533-7284	As needed		
A	St. Charles City/County Library District	Betty Harrison 441-2300	TF	Bridgeton Trails Branch-SL Co Lib	
	Branches:				
	Kathryn M. Linnemann				
	Merrill Drive			St. Charles Sch Dist	
	North County				
	O'Fallon			St. Mary's College Fort Zumwalt Sch Dist	
	South County				
	Spencer Road				
	Wentzville				
A	St. Charles School District	Betty Harrison 441-2300	As needed	St. Charles City/Co	
NP*	St. Louis Art Museum	Ann Abid 721-0067 x 36	As needed		
NP*	St. Louis Christian College	JoAnn Smith 837-6777	As needed		
A	St. Louis College of Pharmacy	Helen Silverman 367-8700 x 50	As needed	Washington Univ-Medical Library	
A	St. Louis Community College	Cathye Bunch 644-9589	MWF	St. Louis Public Library	SLCC: FP, FV, M

NP - Non-participant
NP*- Eligible to receive packages on Route B but will not accept charges (Section IV-C)

ROUTE	LIBRARY	CONTACT	DAYS	VIA	RECEIVES FOR
A	St. Louis County Library	L. D. Wichard 994-3300	MTWRF		Maryville, SLRLN
	Branches:				
	Bridgeton Trails				St. Charles City/Co
	Cliff Cave				
	Daniel Boone				Logan College
	Eliza Heidbrink				
	Florissant Valley				Ferg-Flor Sch Dist
	Grand Glaize				Maritz, JFK H.S.
	Kinloch				
	Lewis & Clark				
	Mid-County				Univ City Public
	Natural Bridge				
	Rock Road				
	Tesson Ferry				Reorg Sch Dist #1
	Thornhill				Parkway Sch Dist
	Weber Road				
A	St. Louis County Special School District	Eleanor Hodges 569-8308	As needed	St. Louis County Hdqtrs	
NP*	St. Louis Mercantile Library	Elizabeth Kirchner 621-0670	As needed		
B	St. Louis Police Library	Cathy Reilly 444-5581	On demand		
A	St. Louis Public Schools	Grant Brady 621-8624	As needed	Compton Branch-SL Pub Lib	

NP - Non-participant
NP*- Eligible to receive packages on Route B but will not accept charges (Section IV-C)

ROUTE	LIBRARY	CONTACT	DAYS	VIA	RECEIVES FOR
A	St. Louis Public Library	Anna Horn 241-2288	MTWRF		
	Branches:				
	Baden				
	Barr				
	Buder				
	Cabanne				
	Carondelet				
	Carpenter				
	Compton				SL Public Schools
	Des Peres				
	Divoll				
	Gravois				
	Julia Davis				
	Kingshighway				
	Lashly				
	Machacek				
	Walnut Park				
	Wolfner				
A	St. Louis Regional Library Network	Mary Schallert 878-8750	As needed	St. Louis County Hdqtrs	
A	St. Louis University Pius Library	Dave Shocklee 658-3104	MTWRF	St. Louis Public Lib	SLU-Medical Center
A	St Louis University Medical Center	Tom Waechter 664-9800 x 125	MTWRF	SLU-Pius	

NP - Non-participant
NP*- Eligible to receive packages on Route B but will not accept charges (Section IV-C)

ROUTE	LIBRARY	CONTACT	DAYS	VIA	RECEIVES FOR
A	St. Mary's College of O'Fallon	Sister John Bosco Sanders 441-6560	As needed	O'Fallon Branch-St. Charles City/CO	
NP	Scenic Regional Library				
NP	Southern Illinois University-Edwardsville				
A	University City Public Library	Linda Ballard 727-3150	As needed	Mid-County Branch-SL Co Lib	
A	University of Missouri-Columbia		MTWRF	UMSL	
A	University of Missouri-Kansas City		MTWRF	UMSL	
A	University of Missouri-Rolla		MTWRF	UMSL	
A	University of Missouri-St. Louis	Barbara Lehocky 553-5954	MTWRF	St. Louis County Hdqtrs	UMC, UMKC, UMR, Linda Hall Library, MIP, KCMLN, NWMLN, Cardinal Newman Coll
NP*	Vianney High School	Laurence Skull 965-4853 x 45	As needed		
A	Washington University-Law Library	Margaret Goldblatt 889-6459	MTWRF	Washington Univ-Olin Library	
A	Washington University-Medical Library	Kathy Eickoff 454-3711	T-receives F-sends	Washington Univ-Olin Library	St. Louis College of Pharmacy
A	Washington University-Olin Library	Sylvia Toombs 889-5442	MTWRF	St. Louis County Hdqtrs	WU-Med, MO Bot Garden
B	Eden-Webster Libraries	Anne Moedritzer 968-6951	On demand		
NP*	Webster Groves Public Library	Anne Horton 961-3784	As needed		

NP - Non-participant
NP*- Eligible to receive packages on Route B but will not accept charges (Section IV-C)

KANSAS CITY METROPOLITAN LIBRARY NETWORK DELIVERY SYSTEM PARTICIPANTS

LIBRARY	CONTACT	DAYS	VIA
Avila College Hooley Bundschu Library Kansas City, MO	SLRLN Office 878-8750	MTWRF	UMSL
The Barstow School Library Kansas City, MO			
Cass County Public Library Harrisonville, MO			
Central Missouri State University Warrensburg, MO			
Farmland Industries, Inc. J.W. Cummins Memorial Library Kansas City, MO			
Federal Reserve Bank Research Library Kansas City, MO			
Johnson County Community College Overland Park, KS			
Johnson County Law Library Olathe, KS			
Johnson County Public Library Shawnee Mission, KS			
Lee's Summit Hospital Lee's Summit, MO			
Loretto in Kansas City Library Kansas City, MO			
Maple Woods Community College Kansas City, MO			
Menorah Medical Center Robert Uhlmann Medical Library Kansas City, MO			

LIBRARY	CONTACT	DAYS	VIA
Mid-Continent Public Library Independence, MO	SLRLN Office 378-8750	MTWRF	UMSL
Midwest College of Medical Assistants Kansas City, MO			
Midwest Research Institute Kansas City, MO			
Midwestern Baptist Theological Seminary Kansas City, MO			
Missouri Institute of Technology Kansas City, MO			
Mobay Chemical Corporation Library Agricultural Division Kansas City, MO			
Nazarene Theological Seminary Kansas City, MO			
Nelson Art Gallery Art Reference Library Kansas City, MO			
North Kansas City Public Library Kansas City, MO			
Notre Dame de Sion High School Kansas City, MO			
Olathe Public Library Olathe, KS			
Park Hill North Jr. High School Kansas City, MO			
Pembroke Country Day School Kansas City, MO			
Penn Valley Community College Kansas City, MO			

LIBRARY	CONTACT	DAYS	VIA
Reorganized Church of Jesus Christ of Latter Day Saints Independence, MO	SLRLN Office 878-8750	MTWRF	UMSL
Research Medical Center Kansas City, MO			
Rockhurst College Kansas City, MO			
Rockhurst High School Kansas City, MO			
St. Theresa Academy Kansas City, MO			
Shawnee Mission Medical Center Shawnee Mission, KS			
Trails Regional Library Warrensburg, MO			
Trinity Lutheran Hospital Kansas City, MO			
University of Kansas Medical Center Clendening Library Kansas City, KS			
University of Kansas Regents Center Library Shawnee Mission, KS			
University of Missouri-Kansas City Health Sciences Library Kansas City, MO			
University of Missouri-Kansas City Law Library Kansas City, MO			
University of Missouri-Kansas City Libraries Kansas City, MO			
William Jewell College Liberty, MO			

LIBRARY	CONTACT	DAYS	VIA
Atchison County Library Rockport, MO	SLRLN Office 878-8750	MTWRF	UMSL
Bethany Public Library Bethany, MO			
Breckenridge School Breckenridge, MO			
Cameron High School Cameron, MO			
Carrollton Public Library Carrollton, MO			
Conception Seminary Library Conception, MO			
Daviess County Library Gallatin, MO			
Fletcher/Mayo Assn. Library St. Joseph, MO			
Gentry County Library Stanberry, MO			
Grundy County Library Trenton, MO			
Holt County High School Mount City, MO			
Liberty Public Library Liberty, MO			
Livingston County Library Chillicothe, MO			
Maryville Public Library Maryville, MO			
Mercer County Library Princeton, MO			

LIBRARY	CONTACT	DAYS	VIA
Mid-Continent Public Library Independence, MO	SLRLN Office	MTWRF	UMSL
Missouri Western State College St. Joseph, MO			
North Kansas City Public Library North Kansas City, MO			
Platt College St. Joseph, MO			
Ray County Library Richmond, MO			
Rolling Hills Consolidated Library St. Joseph, MO			
St. Joseph Public Library St. Joseph, MO			
St. Joseph State Hospital St. Joseph, MO			
South Holt High School Oregon, MO			
Tarkio College Tarkio, MO			
Trenton Junior College Trenton, MO			

ST. LOUIS REGIONAL LIBRARY NETWORK

INFO-PASS MANUAL

What is INFO-PASS?

An INFO-PASS is a multi-copy form which will allow a patron of a library in the St. Louis Regional Library Network to have access to materials from another library in the network by either using materials in the library or checking them out where permissible.

INFO-PASS forms will be issued to patrons by the library to which they belong (parent library) to be used at a designated library (host library) within the network on a one-time use basis per INFO-PASS. For any additional use or renewal, another INFO-PASS is required.

An INFO-PASS will be issued only to patrons in good standing who have a special need for materials which the parent library cannot provide.

Each library which participates in the INFO-PASS Program will designate a person(s) within its library who will determine whether or not a patron needs an INFO-PASS. This individual(s) will also decide at which library the INFO-PASS will be used.

Eligibility of INFO-PASS User

The eligibility of an INFO-PASS user must be determined by the parent library. The needs of the individual user will be considered. While each parent library may establish its own criteria for issuing this form, it will verify that the individual receiving the INFO-PASS will:

a. have searched her/his library for the desired material and have exhausted any obvious resources.

b. through an initial screening interview have established her/his need for specific resources.

c. have a clean record at the parent library and have no outstanding fines or overdue materials.

d. be able to use the materials on her/his own.

Procedures for Using INFO-PASS

Parent Library

1. Screen patron for eligibility (see page 2), and need for specific resources.

2. Determine most appropriate host library. Avoid overuse of same host library.

3. Explain to users the conditions of the INFO-PASS, such as time restrictions, presentation of proper identification at the host library, and information about the rules and regulations of the host library as specified in its Statement of Policy.

4. Fill out and issue INFO-PASS to user (see sample INFO-PASS in Appendix, page ii).

5. Agree to assume responsibility for any charges incurred by users, if they fail to meet their obligations to the host library.

6. Keep statistics to help evaluate the program (see page 7). Return statistics to network office on a quarterly basis.

Host Library:

1. Prepare a statement of policy to include any restrictions or limitations which would apply to this program. These policies will be compiled and distributed to all participating libraries.

2. Honor INFO-PASS forms issued by authorized individuals from parent libraries.

3. Collect INFO-PASS forms when they are used.

4. Return yellow copy of INFO-PASS to parent library as soon as possible.

5. Keep statistics to help evaluate the program (see page 7).

6. Handle any abuses through the grievance channel (see next section).

7. Notify parent library immediately when any books become overdue.

Types of Abuse

1. Overuse of same host library, e.g. sending all patrons to same university library.
2. Poor screening of patron's need for specific resources.
3. Disregard of requirements of the host library.
4. Refusal of the host library to provide adequate service to INFO-PASS user, as stated in Host Library Statement of Policy.
5. Refusal of parent library to accept responsibility for return of delinquent materials.

In the case of abuse or non-compliance with rules as they are set forth, an initial phone call should be made by the concerned library in an effort to solve the problem.

Repeated problems with the same library should be brought to the attention of the network administrator. The administrator will review the situation, work with the libraries, and attempt to rectify the problem.

If there are continuous problems with a library, it may have its INFO-PASS privileges suspended upon review by the network council.

APPENDIX

ST. LOUIS REGIONAL LIBRARY NETWORK

13550 Conway Road
St. Louis, MO 63141

INFO PASS AGREEMENT

_____ agrees to participate
(library)

in the St. Louis Regional Library Network INFO-PASS program and to operate within the regulations as set down in the INFO-PASS Code. Any additional regulations for the _____ (library) _____ are attached to this agreement.

_____
Director of library

_____
President, St. Louis Regional Library Network

_____
Date

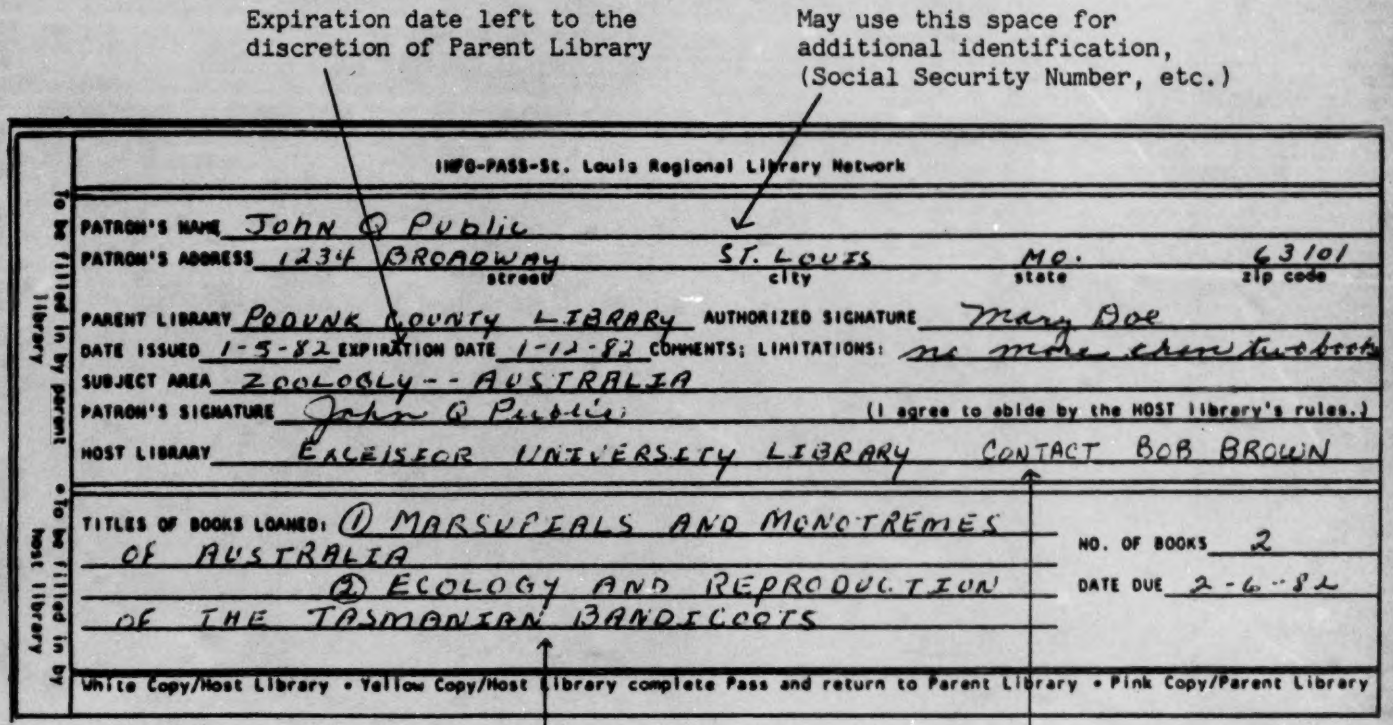
_____
Date

_____
Administrator, St. Louis Regional Library Network

_____
Date

APPENDIX B

SAMPLE INFO-PASS


Expiration date left to the discretion of Parent Library
May use this space for additional identification, (Social Security Number, etc.)
INFO-PASS-St. Louis Regional Library Network
PATRON'S NAME John Q Public
PATRON'S ADDRESS 1234 BROADWAY ST. LOUIS MO. 63101
street city state zip code
PARENT LIBRARY PODUNK COUNTY LIBRARY AUTHORIZED SIGNATURE Mary Doe
DATE ISSUED 1-5-82 EXPIRATION DATE 1-12-82 COMMENTS; LIMITATIONS: no more than two books
SUBJECT AREA ZOOLOGLY -- AUSTRALIA
PATRON'S SIGNATURE John Q Public (I agree to abide by the HOST library's rules.)
HOST LIBRARY EXCELSIOR UNIVERSITY LIBRARY CONTACT BOB BROWN
TITLES OF BOOKS LOANED: ① MARSUPIALS AND MONOTREMES OF AUSTRALIA
② ECOLOGY AND REPRODUCTION OF THE TASMANIAN BANDICOOTS
NO. OF BOOKS 2
DATE DUE 2-6-82
To be filled in by Parent Library
To be filled in by Host Library
White Copy/Host Library • Yellow Copy/Host Library complete Pass and return to Parent Library • Pink Copy/Parent Library
May include author's name; call number, etc.
Include name of contact person here

1. Parent Library completes form; retains pink copy
2. Send patron with white and yellow copies to Host Library
3. Host Library completes form; retains white copy
4. Host Library sends yellow copy to Parent Library as soon as possible

APPENDIX C

HOST LIBRARY STATEMENT OF POLICY

Name of Library _____

Address _____

_____

*Contact person(s) and telephone number(s) _____

_____

*Other persons authorized
to issue INFO-PASS cards _____

_____

Schedule of days
and hours open _____

_____

Open to the public? _____ Yes; _____ No.

Available by appointment only? _____ Yes; _____ No.

Restrictions to using library and borrowing materials: (age limits? number of books loaned: require ALA form?, etc.)

_____

_____

_____

_____

_____

_____

_____

Unique collections: (You may refer to the Directory of Libraries in the St. Louis Area if you are listed there.)

_____

_____

_____

Only persons listed as "Contact persons" or "Other persons authorized" will be acceptable signatures on INFO-PASS cards.

Approved and signed by:

_____ _____
Contact person Date

_____ _____
Library Director Date

APPENDIX D

ST. LOUIS REGIONAL LIBRARY NETWORK

INFO-PASS STATISTICAL REPORT

LIBRARY _____

QUARTERLY REPORTING PERIOD _____

Please return your report to the Network office,
13550 Conway Road, St. Louis, MO 63141 by July 10, 1982

REFERRALS (Parent Library) Indicate the number of patrons sent to each library	USERS (Host Library) Indicate the number of patrons referred to your library from other libraries	CIRCULATION
PASSES ISSUED TO OTHER LIBRARIES	USERS FROM OTHER LIBRARIES	TOTAL CIRCULATION TO HOST USERS
TOTALS		

APPENDIX E

INFO-PASS

QUARTERLY STATISTICAL REPORT

NETWORK LIBRARY	REFERRALS	USERS	CIRCULATION
	PASSES ISSUED TO OTHER NETWORK LIBRARIES	PASSES USED	NUMBER OF BOOKS CIRCULATED
TOTALS			

Date: 4-1-82

APPENDIX F

ST. LOUIS REGIONAL LIBRARY NETWORK

INFO-PASS PARTICIPANTS

AMERICAN SOYBEAN ASSOCIATION
Paula Galbraith
432-1600 Ext. 120

ANHEUSER-BUSCH
Ann Hunter
577-2669

BOOKER ASSOCIATES
Louise Powderly
421-1476 Ext. 1626

BRENTWOOD PUBLIC LIBRARY
Mary Lee Frisbie
962-4802 Ext. 45

CARDINAL NEWMAN COLLEGE
Paul Anthony, Carolyn Kissling
261-2600 Ext. 21

CHRIST SEMINARY-SEMINEX
Lucille Hager, Elizabeth Danker
534-9410

CHRISTIAN BROTHERS HIGH SCHOOL
Hugh Bergman, Mary Filla
721-4752

COMMUNITY LIBRARY ASSOCIATION
Della M. Lang, Janet Holdcraft
376-9415

CONCORDIA SEMINARY
Rev. Mark Wangerin
721-5934 Ext. 295

CROSSROADS SCHOOL
Leslie Menendez Culp
367-8085

DESOTO PUBLIC LIBRARY
Betty Olson
586-3858

EAST CENTRAL JR. COLLEGE
Joan Laube, Ms. Buscher
583-5193 Ext. 244

EDEN-WEBSTER COLLEGE LIBRARY
Anne Moedritzer, Karen Luebbert
968-6951/6949

ENVIRODYNE ENGINEERS
Kay Flowers
434-6960

FERGUSON-FLORISSANT SCH. DISTRICT
Stella Farley, Betty Stephens
595-2375

FERGUSON PUBLIC LIBRARY
Sue Ann Schlosser, Emilia rogers
521-4820

FESTUS PUBLIC LIBRARY
Lollie Gray
937-2017

FONTBONNE COLLEGE LIBRARY
Sister Marilyn Miller
862-3456

FORT ZUMWALT SR. HIGH SCHOOL
Sharon K. Sanker, Robert Witte
272-6620 Ext. 277

HARRIS-STOWE STATE COLLEGE
Martin Knorr
533-3366 Ext. 36

HAZELWOOD SCHOOL DISTRICT
Karel Holben
See individual statements
831-7100 Ext. 78

JOHN BURROUGHS SCHOOL
John Snodgrass, Carol Daniel,
Evalyn Rogers
993-4040

J. F. KENNEDY HIGH SCHOOL
Marylou Caufield
227-5900

KIRKWOOD PUBLIC LIBRARY
Audrey Baum, Irmgard Messman
821-5770

LINDENWOOD COLLEGES
Jane McLaughlin
946-6912 Ext. 329

LOGAN COLLEGE OF CHIROPRACTIC
Harriet Hirschfeld, Mary Anne Hoeman
227-2100 Ext. 56

MAPLEWOOD PUBLIC LIBRARY
Fran Ellison
781-2174

MARYVILLE COLLEGE
Gloria Neiman, Paula Hubbard
576-9490

MAY DEPARTMENT STORES
Sally Beck
247-0328

MISSOURI BOTANICAL GARDEN
Carla Lange, Marge Purk
577-5159

MISSOURI INSTITUTE OF PSYCHIATRY
Liz Landgraf, Saundra Hudson
644-8838

MONSANTO COMPANY
Debbie Schaller
694-4737

PARKWAY SCHOOL DISTRICT
Library Services
See individual statements
851-8194

PATTONVILLE SCHOOL DISTRICT
Susan Biggs
739-2258

PET, INCORPORATED LIBRARY
Larry Walton
621-5400 Ext. 308

PETROLITE CORPORATION
Ann Hilgeman, Pauline Beinbrech
961-3500 Ext. 244,325

PRINCIPIA COLLEGE
Marsha Burruss
(618)374-2131 Ext. 329

REORG. #1 HOUSE SPRINGS
Beth Cobb, Dr. Crites
See indivdual statements
677-3470

REORG. #7 FESTUS
Barbara Buxton, Gary Dunbar
937-9188

ROCK HILL PUBLIC LIBRARY
Jean Wetzel, Maude Cohen
962-4723

ROSATI-KAIN HIGH SCHOOL
Lucille Bedan
533-8513/7284

ST. CHARLES CITY/COUNTY LIBRARY
Bonita Dillard
946-6294

ST. CHARLES SCHOOL DISTRICT
Mary Thornton
See individual statements
724-3940

ST. LOUIS ART MUSEUM
Ann Abid
721-0067

ST. LOUIS CHRISTIAN COLLEGE
JoAnn Bloch
837-6777

ST. LOUIS COLLEGE OF PHARMACY
Roberta Ohmer, Celia Giltinan
367-8700 Ext. 30

ST. LOUIS COMMUNITY COLLEGE
Janice Stroble
See individual statements
644-9591

ST. LOUIS MERCANTILE LIBRARY
Elizabeth Kirchner
621-0670

ST. LOUIS POLICE LIBRARY
Cathy Reilly
444-5581

ST. LOUIS PUBLIC SCHOOLS
Grant Brady
621-8621

APPENDIX G

EXAMPLES OF POSSIBLE USES OF INFO-PASS

Note: Always check the policy statement of the individual library that the INFO-PASS user wishes to use for possible restrictions before issuing INFO-PASS.

1. Reference referral. Example: A student doing a paper on milk needs material on high-temperature/short-time processing. This process is little used in this country so is not in commonly held reference materials. An INFO-PASS could be issued to Pet, Incorporated Corporate Library where the student could find reference help on this topic.

2. Subject referral. Example: Your patron is doing a detailed report on a rather technical subject. Your library has only meager holdings in this area, and those books it does have are popular treatments aimed at the layman. Access to a larger or more technical library could solve this problem.

3. A specific title. Example: Your patron is desperate. Your copy of the book he needs is missing but X library has it and is willing to issue it. He needs it today, so normal inter-library loan procedures will take too long. In this case, an INFO-PASS could be used to check out a particular title. (Be sure to check the policy statement of the host library to see if an inter-library loan form should also be sent along with your patron.)

4. Serials referral. Example: A check of the Missouri Union List of Serial Publications shows that Volume XI of The Obscure Quarterly is held by a participating INFO-PASS library not normally open to the public. An INFO-PASS will enable your patron to go directly to this library and read the article there.

ST. LOUIS UNIVERSITY-MEDICAL
Tom Waechter, Lorraine Taylor
664-9800 Ext. 124, 125

ST. LOUIS UNIVERSITY-PIUS XII
Brian Forney
658-3107/03

ST. MARY'S COLLEGE O'FALLON
Sister John Bosco Sanders
441-6560 Ext. 224

SCENIC REGIONAL LIBRARY
Carolyn Scheer, Sallie Henderson
583-3224

SIU-EDWARDSVILLE
Rosamund Laythe, Catherine Banks
621-5168-2711/2172

UNITED NATIONS ASSOCIATION
Alice Dunlop, Barbara Kahn
721-1961

UNIVERSITY CITY PUBLIC LIBRARY
Linda Ballard
727-3150

UNIVERSITY OF MO-ST. LOUIS
Joyce Edinger
553-5059

VIANNEY HIGH SCHOOL LIBRARY
Larry Skull
965-4853 Ext. 45

WASHINGTON COUNTY LIBRARY
Dorothy Lore, Esther Rose Mitchell
438-4691

WASHINGTON PUBLIC LIBRARY
Carolyn Witt, Carol Bargen
239-7779

WASHINGTON UNIVERSITY-DENTAL
Sheila Seibel
454-0385

WASHINGTON UNIVERSITY-MEDICAL
Betsy Kelly, Barbara Halbrook
454-3711

WASHINGTON UNIVERSITY-OLIN
Joan Hewitt, Luberta Rochelle
889-5483/5420

WEBSTER GROVES PUBLIC LIBRARY
Anne Horton, Helen Mardorf
961-4247

ST. LOUIS REGIONAL LIBRARY NETWORK

INTERLIBRARY LOAN PROTOCOL, PROCEDURES AND POLICIES MANUAL

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I. INTRODUCTION

The St. Louis Regional Library Network Interlibrary Loan Center has been established for the purpose of providing supplemental interlibrary loan services to member libraries. The program will not take the place of current interlibrary loan procedures at these libraries but will enhance the interlibrary loan search process after the individual library's internal resources and procedures have been exhausted.

This central location for interlibrary loan assistance will help member libraries to fulfill the purpose of the Network:

> to utilize the rich and varied holdings of the member libraries (from Network Bylaws, Article II).

This tremendous potential will be utilized as library collections are made more accessible.

II. ST. LOUIS REGIONAL LIBRARY NETWORK - INTERLIBRARY LOAN PROTOCOL

A. DEFINITIONS

1. An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

2. Bibliographic verification is:

   a. Monographs: The author, title, publisher and publication date of a work as cited on the title page or in an index, catalog, register, union list (see Appendix v, Checklist of Bibliographic Sources).

   b. Serials: Serial title, volume, date, pages, author and title of article (if available) as cited on the title page or in an appropriate bibliographic source.

B. PURPOSE

The St. Louis Regional Library Network Interlibrary Loan Center will supplement the interlibrary loan activities currently conducted by individual libraries within the Network and will assist member libraries in fully utilizing the collective interlibrary loan potential of the Network.

"Supplement" means to assist libraries only after they have exhausted their internal resources. The intent is not to have the Center replace interlibrary loan activity within individual libraries, but rather to provide the next step after the internal procedures in the interlibrary loan process.

This Center will in no way affect or displace existing interlibrary loan agreements within area libraries. Rather, the Center may enhance the interlibrary loan process with increased efficiency and successful location of materials.

C. SCOPE

1. A loan or a copy of any material may be requested from another library in accordance with the published lending policy of that library. The lending library will decide in each case whether a particular item can be provided.

2. Most libraries will not ordinarily lend the following types of materials:

   a. Rare or valuable material, including manuscripts;
   b. Bulky or fragile items which are difficult to ship;
   c. Material in high demand at the lending library;
   d. Material with local circulation restrictions;
   e. Unique material which would be difficult to replace.

D. RESPONSIBILITIES OF THE INTERLIBRARY LOAN CENTER

1. The Center provides additional interlibrary loan service after the individual library's internal resources and procedures are exhausted.
2. The Center provides bibliographic verification for member library's requests for monographs and serial titles. The fee for this service is 50¢ per request.
3. The Center determines locations for bibliographically verified requests. The fee for this service is 50¢ per request.
4. The Center routes requests to known Network locations via the Network Delivery System or the U. S. Postal Service.
5. After having searched Network locations, the request is returned to the originating library with non-Network locations listed on the Location Checklist. The originating library may continue to query locations at its own discretion.
6. The Center provides other locations to requesting libraries for those requests for which no Network locations are found.
7. The Center assists member libraries with special interlibrary loan needs such as information for ordering ALA interlibrary loan forms, training sessions on interlibrary loan procedures, etc.
8. The Interlibrary Loan Committee and the Center establish an interlibrary loan protocol which outlines the procedural steps to be followed in using the Center and in reporting statistical information.
9. The Center compiles, publishes, and distributes an Interlibrary Loan Policy and Procedure Manual for use by member libraries.
10. The Center compiles and distributes monthly statistics.
11. The Center sends quarterly statements for verification and location fees.
12. The Interlibrary Loan Committee and the Center conduct an annual evaluation of the operation of the Interlibrary Loan Center and interlibrary loan activity in member libraries.

E. RESPONSIBILITIES OF BORROWING LIBRARIES

1. All participating libraries must agree to the Interlibrary Loan Protocol and Procedures which govern interlibrary lending and borrowing activities (Appendix I).
2. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand.

E. RESPONSIBILITIES OF BORROWING LIBRARIES (continued)

3. Borrowing libraries should make every effort to exhaust their own resources before resorting to interlibrary loan.

4. The Interlibrary Loan Staff of each library should be familiar with and use relevant interlibrary loan documents and aids including the St. Louis Regional Library Network Interlibrary Loan Policy and Procedure Manual.

5. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy.

6. The borrowing library is responsible for compliance with the Copyright Law (Title 17, U. S. Code) and its accompanying guidelines, and should inform its users of the applicable portion of the law. An indication of compliance must be provided with all photocopy requests.

7. An American Library Association interlibrary loan form must be used for all requests.

8. Requested material must be bibliographically verified as completely and accurately as possible following accepted bibliographic practice.

9. The safety of borrowed materials is the responsibility of the borrowing library from the time the material arrives at the borrowing library until it is received by the lending library. The borrowing library is responsible for packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement in accordance with the preferences of the lending library.

10. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the Copyright Law and that no damage to the original volume will result.

11. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making the necessary arrangements.

12. The library will report such interlibrary statistics as may be requested by the Center and will participate in an evaluation of the Center's activities.

F. RESPONSIBILITIES OF LENDING LIBRARIES

1. The decision to loan material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

2. A statement of interlibrary loan policy should be made available for inclusion in the St. Louis Regional Library Network Interlibrary Loan Policy and Procedure Manual (Appendix ii).

3. The lending library should process requests promptly. Conditions of loan should be stated clearly and material should be packaged carefully.

4. The lending library should return the location checklists to the Network office for statistical recording.

5. The lending library is responsible for informing any borrowing library of its apparent failure to follow the provisions of this code.

G. EXPENSES

1. The borrowing library shall assume any costs charged by the lending library and should attempt to anticipate charges and authorize them on the intitial request. Refer to the St. Louis Regional Library Network Interlibrary Loan Policy and Procedure Manual for an indication of individual library charges.

2. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the borrowing library and ask for authorization to proceed.

H. DURATION OF THE LOAN

1. The duration of the loan is specified by the lending library.

2. Interlibrary loan material should be returned promptly.

3. For a renewal request refer to the lending library's interlibrary loan policy (Appendix viii).

4. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

I. VIOLATION OF CODE

1. Each library is responsible for maintaining the provisions of this code in good faith.

III. ST. LOUIS REGIONAL LIBRARY NETWORK - INTERLIBRARY LOAN PROCEDURES

A. PROCEDURES FOR THE BORROWING LIBRARY

1. A Location Checklist may be used to route a request to more than one Network library. The borrowing library should list location codes in the order preferred.

2. Bibliographically verified requests may be directed to owning libraries or to the most logical local source(s) by the borrowing library. The subject index to the Directory of Libraries in the St. Louis Area will aid in selecting lending libraries.

3. If no locations are known, no more than two libraries should be searched before the request is sent to the Center for locations.

4. If a request is unfilled after no more than two blind searches have been made, or if at the discretion of the borrowing library it chooses not to made any blind searches, the library may elect to send the request to the Network Interlibrary Loan Center to be searched in the several catalogs and data bases of bibliographic records.

5. ALA Interlibrary Loan forms may be purchased from the Network office at a cost of 5¢ per form. The borrowing library should indicate on the ALA form the method by which the material should be sent: U. S. Postal Service or the Network Delivery Service. If a preference is not indicated, the lending library may use whatever method is most economical.

6. Complete the ALA - Interlibrary Loan request form. A sample is included in Appendix iii for your reference. Notation of the information on this form is essential to the smooth processing of requests.

   Type the information requested (parts 1-16 on the sample form - Appendix iii) onto the ALA - Interlibrary Loan request form.

   1. Date of request:
   2. Not needed after:
   3. Requester's Order No. (for in-house use)

   5. Borrowing library name and address
   6. Check if you are requesting the loan of a book or a photocopy
   7. For use of: optional--for in-house use
   8. Book author OR periodical title, volume and date
   9. Book title, edition, place, year, series; OR periodical article, author, title, pages
   10. Check if you want only the requested edition

A. PROCEDURES FOR THE BORROWING LIBRARY (continued)

6. Sample ALA form - Appendix iii (continued)

11. Verification - cite the source of the request verification, the date, volume number and page number. For example, NUC 71, 2:42 (National Union Catalog, 1971, volume 2, page 42)
12. Give the ISBN, ISSN, or OCLC number, if it is known
13. Non-circulating items: indicate the cost limit if you will accept a microfilm or photocopy

15. Copyright compliance for photocopies
16. Authorization signature - to be signed by the appropriate interlibrary loan person.

7. A Location Checklist should be attached to each request sent to the Network Center (Appendix iv). The borrowing library should check ✓ VERIFICATION, ✓ LOCATIONS, and/or ✓ ROUTING TO NETWORK MEMBERS, on the checklist so the Center staff knows the extent of services desired. The other information on the location checklist should also be supplied (name of borrowing library, etc.).

8. All requests must be bibliographically verified. Libraries are encouraged to acquire as many bibliographic tools and indices as possible to verify their requests. If an item cannot be verified before submission to the Center, the checklist of bibliographic sources (Appendix v) should be attached to the request with the information about the original source of the citation, and a list of the verification sources already checked by the requesting library. The Center will attempt to verify the request in the tools available. If the Center is unable to verify the request, the request may be returned for more information or may be sent to a large resource library with more specialized tools.

8. The charge for the verification service is 50¢ per request. Upon verification, the request will be returned to the initiating library unless location information is requested.

The charge for locations is 50¢ per request. There is no charge for routing the requests.

9. The borrowing library staff person should detach the gold sheet (Sheet D) from the ALA interlibrary loan request form to retain for in-house records and send the interlibrary loan request forms to the Network office via the Network delivery system or U. S. Postal Service. The Network Interlibrary Loan Center will not accept telephoned requests.

10. The borrowing library should indicate how they want the material sent: Network delivery or U. S. Postal Service. If not specified, the material will be sent in the manner determined to be the most economical by the lending library.

B. PROCEDURES FOR THE INTERLIBRARY LOAN CENTER

1. Each day, the Network office staff will search all requests received for verification and locations. The catalogs that are available for searching include:

   St. Louis County Library (Microfilm)
   Parkway School District (Microfilm)
   St. Louis Community College (Microfiche)
   St. Charles City/County Library (Microfiche)
   Monsanto (Book)
   University City Public Library (Microfiche)
   OCLC: (Network Libraries)
   - Anheuser-Busch
   - Christ Seminary
   - Fontbonne College
   - Lindenwood Colleges
   - McDonnell-Douglas Automation Co.
   - Maryville College
   - May Dept. Stores
   - Missouri Botanical Garden
   - Missouri Institute of Psychiatry
   - Pet, Inc.
   - St. Louis Art Museum
   - St. Louis College of Pharmacy
   - St. Louis Public Library (microfiche)
   - Southern Illinois University-Edwardsville
   - University of Missouri-St. Louis
   - Washington University-Olin Library
   - Washington University-Medical Library
   - Eden-Webster Libraries

   Missouri Union List of Serial Publications
   Library of Congress Catalog of Printed Cards 1942-1947
   Library of Congress Author Catalog (NUC) 1948-1971

2. On the LOCATION CHECKLIST attached to each request, the location codes for all Network locations as well as all other locations will be listed.

3. Interlibrary loan requests will be sent to the first listed location for searching. Filled requests will have the LOCATION CHECKLIST detached from the interlibrary loan request form by the lending library and returned to the Network office. Unfilled interlibrary loan request forms will be forwarded to the next library listed on the checklist. If the request remains unfilled it will be returned to the requesting library.

C. PROCEDURES FOR LENDING LIBRARIES

1. All member libraries of the St. Louis Regional Library Network are potential interlibrary loan lenders.

2. Interlibrary loan requests will be sent to Network libraries via the Network delivery system or the U. S. Postal Service. The interlibrary loan requests should be searched on the same day as they are received. Libraries should note the expiration date on the request ("not needed after") before searching. On each location checklist the searching library will indicate the appropriate response to each request:

   Filled
   In use
   Non-circulating
   Not owned
   _____Specify

   If the request cannot be filled, it should be sent to the next location listed on the location checklist (see Section IV for the Network location codes).

3. When the request is filled, the ALA - Interlibrary Loan request form should have the appropriate blanks filled in by the lending library:

   4. Call number - the lending library may fill in
   14. Lending library name and address
   17. Initials of Interlibrary Loan person processing form
   18. The delivery process used: Network Delivery System, Library Rate - U. S. Postal Service
   The lending library should send the material to the requesting library in the manner which they have specified or, if not specified, in the manner which the lending library determines to be most economical.
   19. Charges - for loans, photocopies, postage, insurance, etc.
   20. Insured - if sent by U. S. Postal Service and if required
   21. Date sent
   22. Date due
   23. Any restrictions on use of the loaned material

4. The lending library should fill in the Location Checklist, detach and return it to the Network office. (These checklists may be accumulated and returned on the first of each month). If the interlibrary loan material is not sent the same day as the request is received, the yellow sheet of the ALA - Interlibrary Loan request form should be detached and sent to the requesting library to notify them of the material's pending arrival. The requested material should be sent with the remaining parts of the ALA - Interlibrary Loan request form to the borrowing library.

IV. LOCATION CODES FOR ST. LOUIS REGIONAL LIBRARY NETWORK MEMBERS

AYS	American Soybean Association Library
ABS	Anheuser-Busch, Inc. Library (OCLC)
BAS	Booker Associates
BWP	Brentwood Public Library
CMC	Cardinal Newman College
STS	Christ Seminary-Seminex Library (OCLC)
CAA	Christian Academy of Greater St. Louis
CBK	Christian Brothers High School
CLP	Community Library Association
CEA	Concordia Seminary Library
CRK	Crossroads School
DSP	DeSoto Public Library
DHS	Duchesne High School
ECJ	East Central Junior College
EVS	Envirodyne Engineers, Inc. Library
FFK	Ferguson-Florissant School District
FMP	Ferguson Municipal Public Library
FLP	Festus Public Library
MOF	Fontbonne College Library (OCLC)
FZK	Fort Zumwalt Senior High School Library
HTA	Harris-Stowe State College Library
HWK	Hazelwood School District
~~†WM~~	~~†ncarnate-Word-Hospital-Library~~
JCJ	Jefferson Community College
JBK	John Burroughs School Library
JKK	John F. Kennedy Memorial High School
KWP	Kirkwood Public Library

MOQ	Lindenwood Colleges - Butler Library (OCLC)
LCM	Logan College of Chiropractic Library
MKS	Mallinckrodt, Inc. Library
MLA	Municipal Library Cooperative
MWP	Maplewood Public Library
MRS	Maritz Motivation Library
MVC	Maryville College Library (OCLC)
MAY	May Department Stores, Co. Library (OCLC)
MCA	McAuto Campus Library (OCLC)
MCA-C	McDonnell Douglas Corporation (OCLC)
MCA-A	McDonnell Aircraft Library (OCLC)
MKD	Mehlville School District
MOA	Missouri Botanical Garden Library (OCLC)
MQS	Missouri Historical Society
MIP	Missouri Institute of Psychiatry (OCLC)
MIS	Monsanto Company Information Center
PSK	Parkway School District - Library Services
PAK	Pattonville School District
PET	Pet, Inc. Library (OCLC)
PRS	Petrolite Corp. Research Library
IBP	Principia College (OCLC)
RTI	Ranken Technical Institute
RAK	Reorganized School District #1 - House Springs
RGK	Reorganized School District #7 - Festus
RMP	~~Richmond Heights Memorial Library~~
RHP	Rock Hill Public Library
RKK	Rosati-Kain High School
SCP	St. Charles City/County Library District
CCK	St. Charles School District - Library Services
MSR	St. Louis Art Museum Library (OCLC)

SXA	St. Louis Christian College Library
MOP	St. Louis College of Pharmacy Library (OCLC)
SLJ	St. Louis Community College
SLP	St. Louis County Library
SSK	St. Louis County Special School District
SMS	St. Louis Mercantile Library Association
SPS	St. Louis Police Department Library
SPK	St. Louis Public Schools Library
SVP	St. Louis Public Library (OCLC)
SLA	St. Louis University Pius XII Library
SLM	St. Louis University Medical Center Library
SOA	St. Mary's College of O'Fallon Library
SRP	Scenic Regional Library
FSD	Seckman Junior High School
IAT	Southern Illinois University - Edwardsville (OCLC)
UNP	United Nations Association
UVP	University City Public Library
UMS	University of Missouri Libraries (OCLC)
VHK	Vianney High School Library
WAP	Washington County Library
WPP	Washington Public Library
WUD	Washington University - Dental Library
WUL	Washington University - Law Library (OCLC)
WUM	Washington University - Medical School Library (OCLC)
WTU	Washington University - Olin Library (OCLC)
ELW	Eden-Webster Libraries (OCLC)
WGP	Webster Groves Public Library

LOCATION CODES ALPHABETICALLY

ABS	Anheuser-Busch, Inc.
AYS	American Soybean Association
BAS	Booker Associates
BWP	Brentwood Public Library
CAA	Christian Academy of Greater St. Louis
CBK	Christian Brothers High School
CCK	St. Charles School District
CEA	Concordia Seminary
CLP	Community Library Association
CMC	Cardinal Newman College
CRK	Crossroads School
DHS	Duchesne High School
DSP	DeSoto Public Library
ECJ	East Central Junior College
ELW	Eden-Webster Libraries
EVS	Envirodyne Engineers, Inc.
FFK	Ferguson-Florissant School District
FLP	Festus Public Library
FMP	Ferguson Municipal Public Library
FSD	Seckman Junior High School
FZK	Fort Zumwalt Senior High School
HTA	Harris-Stowe State College
HWK	Hazelwood School District
IAT	Southern Illinois University - Edwardsville
IBP	Principia College
~~†WM-~~	~~†ncarnate-Word-Hosp†ta†~~
JBK	John Burroughs School
JCJ	Jefferson Community College
JKK	John F. Kennedy Memorial High School
KWP	Kirkwood Public Library

LCM	Logan College of Chiropractic
MAY	May Department Stores
MCA	McAuto Campus
MCA-A	McDonnell Aircraft
MCA-C	McDonnell Douglas Corporation
MIP	Missouri Institute of Psychiatry
MIS	Monsanto Company
MKD	Mehlville School District
MKS	Mallinckrodt, Inc.
MLA	Municipal Library Cooperative
MOA	Missouri Botanical Garden
MOF	Fontbonne College
MOP	St. Louis College of Pharmacy
MOQ	Lindenwood Colleges - Butler Library
MQS	Missouri Historical Society
MRS	Maritz Motivation
MSR	St. Louis Art Museum
~~MSS~~	~~May Department Stores, Co.~~
MVC	Maryville College
MWP	Maplewood Public Library
~~PAC~~	~~Principia College~~
PAK	Pattonville School District
PET	Pet, Inc.
PRS	Petrolite Corporation
PSK	Parkway School District
RAK	Reorganized School District #1 - House Springs
RGK	Reorganized School District #7 - Festus
RHP	Rock Hill Public Library
RKK	Rosati-Kain High School
~~RMP~~	~~Richmond Heights Memorial Library~~
RTI	Ranken Technical Institute

SCP	St. Charles City/County Library District
SLA	St. Louis University Pius XII Library
SLJ	St. Louis Community College
SLM	St. Louis University Medical Center Library
SLP	St. Louis County Library
SMS	St. Louis Mercantile Library Association
SOA	St. Mary's College of O'Fallon
SPK	St. Louis Public Schools
SPS	St. Louis Police Department Library
SRP	Scenic Regional Library
SSK	St. Louis County Special School District
STS	Christ Seminary - Seminex Library
SXA	St. Louis Christian College
SVP	St. Louis Public Library
UMS	University of Missouri - St. Louis
UNP	United Nations Association
UVP	University City Public Library
VHK	Vianney High School
WAP	Washington County Library
WGP	Webster Groves Public Library
WPP	Washington Public Library
WTU	Washington University - Olin Library
WUD	Washington University - Dental Library
WUL	Washington University - Law Library
WUM	Washington University - Medical Library

St. Louis Regional Library Network
Woods Mill Campus Center · 13550 Conway Road · St. Louis, MO 63141 · 314-878-8750

ST. LOUIS REGIONAL LIBRARY NETWORK

INTERLIBRARY LOAN PROTOCOL

This code is a voluntary agreement adopted by_____

_____(library name) on _____(date) to govern interlibrary lending and borrowing activities through the St. Louis Regional Library Network Interlibrary Loan Center (test module).

Name of library:_____

Contact person:_____

Signed:

_____
Library Director

_____
Date

INTERLIBRARY LOAN POLICY

NAME OF LIBRARY:_____

ADDRESS:_____

_____

INTERLIBRARY LOAN
CONTACT PERSON:_____

DATE:

NUC CODE:_____

OCLC CODE:_____

TELEPHONE NO:_____

TWX NO:_____

Please check each response that applies to your library.

BOOKS:
- Will lend_____
- Will not lend_____
- Length of loan_____
- Renewable_____

DISSERTATIONS:
- Will lend_____
- Will not lend_____
- Length of loan_____
- Renewable_____
- Restrictions_____
- Microfilm available:
- Our library_____
- University Microfilms since

MASTER'S THESES:
- Will lend_____
- Will not lend_____
- Length of loan_____
- Renewable_____
- Restrictions_____
- Microfilm available_____

PERIODICALS:
- Will lend_____
- Will not lend_____
- Length of loan_____
- Renewable_____
- Lend if articles exceeds _____pages

MICROFORMS:

	Will lend	Will not lend
Cards	_____	_____
Film	_____	_____
Fiche	_____	_____

NEWSPAPERS:
- Will lend_____
- Will not lend_____

AUDIO-VISUAL MATERIAL:
- Will lend_____
- Will not lend_____
- Length of loan_____
- Renewable_____

SERVICE SUSPENDED DURING_____

_____

COMMENTS:

TWX SERVICE:
- Accept loan requests_____
- Photoduplication requests_____
- Will reply_____

PHOTOCOPY SERVICE:
- No charge up to_____pages
- Charge per exposure_____
- Handling charge_____
- Minimum charge_____
- Charge for cost estimate_____
- Automatic Xerox of less than___pages

MICROFILMING:
- Service available_____
- Charge per frame_____
- Handling charge_____
- Minimum charge_____

BILLING POLICY:
- Invoiced with material_____
- Invoiced on ILL form_____
- Invoiced monthly_____
- Other_____
- Payment in advance required_____

POSTAGE:
- Do charge_____
- Do not charge_____
- Other charges_____

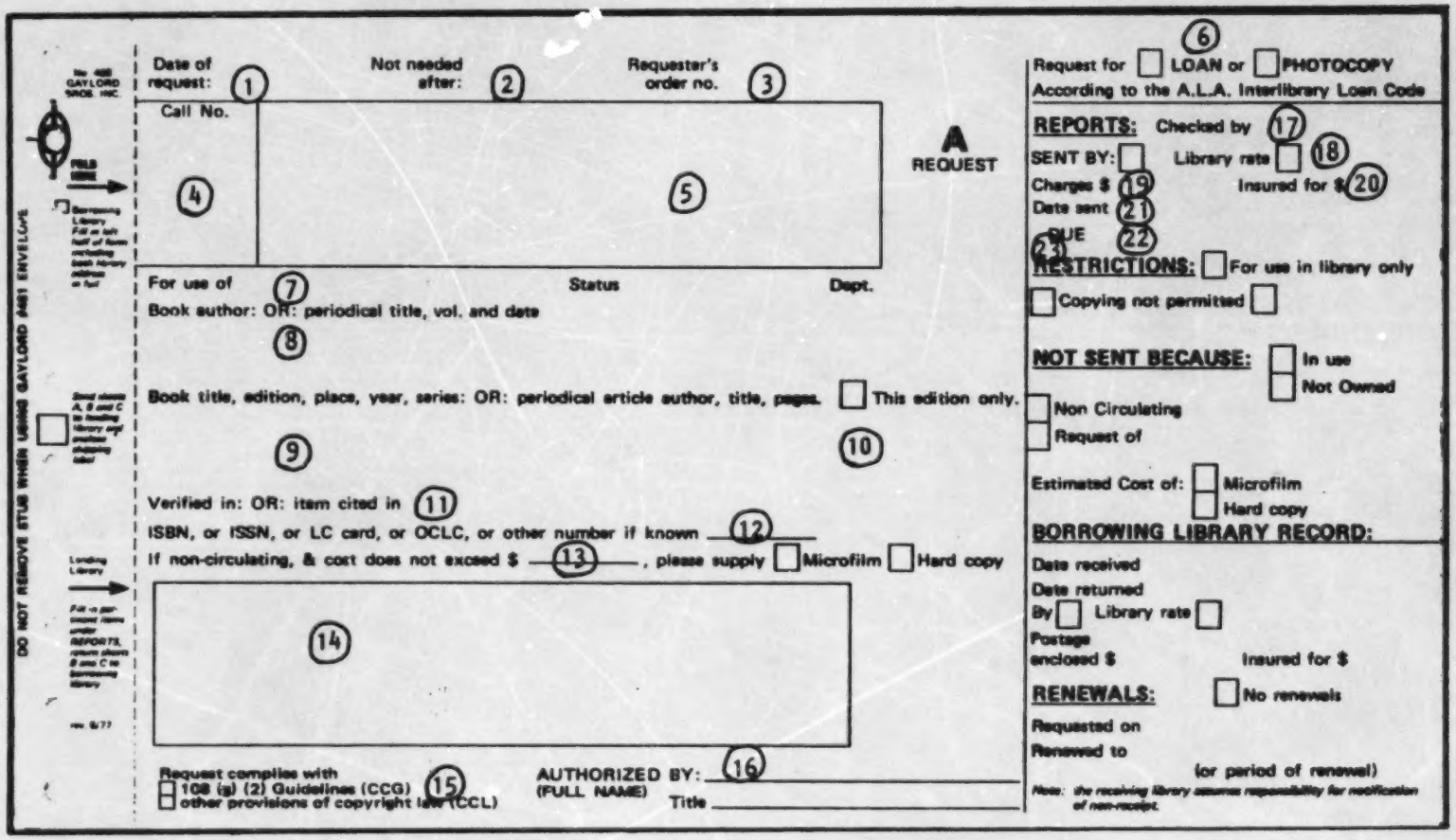
DOCUMENTS:
- Will lend_____
- Will not lend_____
- US Depository_____
- UN Depository_____
- State Depository_____
- Length of loan_____
- Renewable_____

FEES:
- Searching_____
- Verification_____

SPECIAL CONDITIONS OR RESTRICTIONS:
- Will accept hand carried ALA Interlibrary loan requests _____yes; _____no
- Other conditions or restrictions:

_____

_____



DO NOT REMOVE STUB WHEN USING GAYLORD #481 ENVELOPE

Date of request: (1)

Not needed after: (2)

Requester's order no. (3)

Call No. (4)

(5)

A REQUEST

For use of (7) Status Dept.

Book author: OR: periodical title, vol. and date (8)

Book title, edition, place, year, series: OR: periodical article author, title, pages. ☐ This edition only. (9) (10)

Verified in: OR: item cited in (11)

ISBN, or ISSN, or LC card, or OCLC, or other number if known (12)

If non-circulating, & cost does not exceed $ (13), please supply ☐ Microfilm ☐ Hard copy

(14)

Request complies with
☐ 108 (g) (2) Guidelines (CCG) (15)
☐ other provisions of copyright law (CCL)

AUTHORIZED BY: (16)
(FULL NAME)
Title

(6) Request for ☐ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by (17)
SENT BY: ☐ Library rate ☐ (18)
Charges $ (19) Insured for $ (20)
Date sent (21)
DUE (22)
(23)

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of

Estimated Cost of: ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:
Date received
Date returned
By ☐ Library rate ☐
Postage enclosed $ Insured for $

RENEWALS: ☐ No renewals
Requested on
Renewed to (or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

ST. LOUIS REGIONAL LIBRARY NETWORK

LOCATION CHECKLIST

CHECK ALL SERVICES THAT ARE WANTED:

_____ Verification _____ Locations _____ Routing to Network Members

Requesting Library:_____ RQ #_____

Author:_____

Title:_____

_____

LOCATIONS	CALL NUMBER	STATUS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATUS: Filled
In use
Non-circulating
Not owned
Other (Specify)

Each location should indicate by status its response to this interlibrary loan request. If the item can be sent, the lending library should detach this checklist, mark "Filled" on the status blank next to their location, and return it to the Interlibrary Loan Center at the end of the month for statistical reporting.

If your library cannot fill this request, mark the correct status on the status blank by the respective location and send this request to the next location listed.

If the last listed location is unable to fill this request, return it to the requesting library. Thank you.

OTHER LOCATIONS

_____

_____

_____

ST. LOUIS REGIONAL LIBRARY NETWORK

BIBLIOGRAPHIC SOURCES CHECKLIST

Please indicate those sources already checked and attach to the interlibrary loan request form.

_____ National Union Catalog (NUC)
_____ Library of Congress Catalog of Printed Cards (LCCPC)
_____ Register of Additional Locations
_____ Cumulative Book Index (CBI
_____ Books in Print (BIP)
_____ Forthcoming Books in Print (FBIP)
_____ Missouri Union List of Serial Publications (MULSP)
_____ Union List of Serials (ULS)
_____ New Serials Titles (NST)
_____ Publisher's Trade List Annual (PTLA)
_____ Publishers Weekly (PW) (date):_____
_____ Bibliotheque Nationale Catalogue (BN)
_____ British Museum Catalogue (BM)
_____ American Book Publishing Record (ABPR)
_____ Other (please specify)

_____

_____

Library Catalogs:

_____ OCLC
_____ St. Louis Community College (fiche)
_____ St. Louis County Library (film)
_____ St. Charles City/County Library (fiche)
_____ Monsanto (book)
_____ University City Public Library (fiche)
_____ Municipal Library Cooperative Union Card Catalog
_____ Parkway School District (film)
_____ Washington University
_____ Other (please specify):

_____

_____

_____

ST. LOUIS REGIONAL LIBRARY NETWORK

INTERLIBRARY LOAN COMMITTEE

1981-82

Stella Farley, Chair
Ferguson-Florissant School District
1892 South Florissant Road
Florissant, MO 63031
Tel: 595-2375

Gloria Bitza
St. Louis County Library
1640 South Lindbergh Blvd.
St. Louis, MO 63131
Tel: 994-3300

Kathy Eickoff
Washington University
Medical School Library
4580 Scott Ave.
St. Louis, MO 63110
Tel: 454-3711

Fran Ellison
Maplewood Public Library
7601 Manchester
Maplewood, MO 63143
Tel: 781-2174

Margaret Ganyard
St. Louis Public Library
1301 Olive Street
St. Louis, MO 63103
Tel: 241-2288

Ann Hunter
Anheuser-Busch, Inc.
P. O. Box 1828
Bechtold Station
St. Louis, MO 63118
Tel: 577-2669

Harva Kennedy
Missouri Botanical Garden Library
P. O. Box 299
St. Louis, MO 63166
Tel: 577-5155

Genie McKee*
Maryville College
13550 Conway Road
St. Louis, MO 63141
Tel: 576-9496

Betty Olson*
DeSoto Public Library
126 South Main Street
DeSoto, MO 63020
Tel: 586-3858

Janet Stroble
St. Louis Community College
Instructional Resources
5801 Wilson Avenue
St. Louis, MO 63110
Tel: 644-9591

Sylvia Toombs*
Washington University
Olin Library
6600 Millbrook Blvd.
St. Louis, MO 63130
Tel: 889-5442

Network Administrator

Sheila Merrell
St. Louis Regional Library Network
13550 Conway Road
St. Louis, MO 63141
Tel: 878-8750

*1980-81 committee member

APPENDIX viii

ST. LOUIS REGIONAL LIBRARY NETWORK MEMBER LIBRARY

INTERLIBRARY LOAN POLICY STATEMENTS

MEMBERSHIP INSTITUTIONS

ST. LOUIS REGIONAL LIBRARY NETWORK

American Soybean Association
777 Craig Road
P.O. Box 27300
St. Louis, MO 63141
432-1600 Ext. 120
R- Paula G. Keller
A-

Anheuser-Busch, Inc.
721 Pestalozzi
P.O. Box 1828 Bechtold Station
St. Louis, MO 63118
577-2669, 577-3492
R- Ann G. Hunter
A- Nancy Brakeman

Brentwood Public Library
8765 Eulalie Avenue
Brentwood, MO 63144
962-4800 Ext. 45
R- Mary Lee Frisbie
A-

Cardinal Newman College
7701 Florissant Road
St. Louis, MO 63121
261-2600
R- Paul Anthony
A-

Christ Seminary - Seminex Library
607 North Grand
St. Louis, Mo 63103
534-7535
R- Lucille Hager
A- Mary Bischoff

Christian Academy of
Greater St. Louis
11050 N. Warson Road
St. Louis, MO 63114
429-7070
R- Terri Wolfe
A-

Christian Brothers High School
6501 Clayton Road
St. Louis, MO 63117
721-4752
R- Hugh Bergman
A- Mary Filla

Community Library Association
P.O. Box 1486
High Ridge, MO 63049
376-9415
R- Della M. Lang
A- Janet E. Holdcraft

Concordia Seminary
801 DeMun Avenue
St. Louis, MO 63105
721-5934 Ext. 295
R- Larry Bielenberg
A- Rev. Mark Wangerin

Crossroads School
500 DeBaliviere
St. Louis, MO 63112
367-8085
R- Irene E. Miller
A- Karen Messenger

De Soto Public Library
126 South Main Street
De Soto, MO 63020
586-3858
R- Betty J. Olson
A-

East Central Junior College
Instructional Services Division
P.O. Box 529
Union, MO 63084
583-5193 Ext. 244
R- Dr. Gary D. Parks
A- Joan Laube

Envirodyne Engineers, Inc.
12161 Lackland Road
St. Louis, MO 63141
434-6960
R- Kay Flowers
A-

Ferguson-Florissant School District
Library Service Center
1892 South Florissant Road
Florissant, MO 63031
595-2375
R- Stella Farley
A- Edna Jackson

Ferguson Municipal Public Library
108 Church Street
Ferguson, MO 63135
521-4820
R- Sue Ann Schlosser
A- Helen Lampe

Festus Public Library
222 North Hill Street
Festus, MO 63028
937-2017
R- Lollie Gray
A- Sharon Goodwin

Fontbonne College
6800 Wydown Boulevard
St. Louis, MO 63105
862-3456 Ext. 352
R- Sister Alberta Ann Ruys
A- Sister Marilyn Miller

Fort Zumwalt Senior High School
Box 707, Route #3
O'Fallon, MO 63366
272-6620 Ext. 277
R- Sharon K. Sanker
A- Robert M. Witte

Harris-Stowe State College
3026 Laclede Avenue
St. Louis, MO 63103
533-3366 Ext. 36
R- Martin Knorr
A- Julia Broad

Hazelwood School District
Hazelwood Central High School
15875 New Halls Ferry Road
Florissant, MO 63031
831-7100 Ext. 78
R- Karel Holben
A-

Incarnate Word Hospital
3545 Lafayette Avenue
St. Louis, MO 63104
664- 6500
R- Sister Raymond Borgmeyer
A-

Jefferson County Community College
Hillsboro, MO 63050
789-3951
R- Annie Rae Gray
A- Catherine Crawford

John Burroughs School
755 South Price Road
St. Louis, MO 63124
993-4040
R- John Snodgrass
A- Evalyn Rogers

John F. Kennedy Memorial High School
500 Woods Mill Road
Manchester, MO 63011
227-5900
R- Marylou Caufield
A-

Kirkwood Public Library
140 East Jefferson Avenue
Kirkwood, MO 63122
821-5770
R- Audrey Baum
A- Irmgard Messmann

Lindenwood Colleges - Butler Library
First Capitol at Kingshighway
St. Charles, MO 63301
723-7152 Ext. 327, 328, 329
946-6912 (Toll Free)
R- Vicki Frowine
A- Jane McLaughlin

Logan College of Chiropractic
1851 Schoettler Road
P.O. Box 100
Chesterfield, MO 63017
227-2100 Ext. 56
R- Harriett Hirschfeld
A- Mary Anne Hoeman

Mallinckrodt, Inc.
P.O. Box 5439
St. Louis, MO 63147
895-2000
R- Juanita McCarthy
A-

Maplewood Public Library
7601 Manchester
Maplewood, MO 63143
781-2174
R- Fran Ellison
A- Trish McLaughlin

Maritz Motivation
1355 N. Highway Drive
Fenton, MO 63026
225-1501
R- Patty S. Slocombe
A-

Membership Institutions (Cont'd)

Maryville College
13550 Conway Road
St. Louis, MO 63141
576-9490
R- Pepper Coil
A- Betty Jo Marling

May Department Stores, Co.
611 Olive Street
St. Louis, MO 63101
247-0328 or 29
R- Julia O'Neil
A- Sally Beck

McDonnell Douglas Corporation
Box 516, Dept. 022, Bldg. 110
St. Louis, MO 63166
233-2697
R- Phyllis A. Fischer
A- Margaret Demien

Missouri Botanical Garden
P.O. Box 299
St. Louis, MO 63166
577-5155 or 56
R- James R. Reed
A- Carla Lange

Missouri Historical Society
Jefferson Memorial Building
Forest Park
St. Louis, MO 63112
361-1424
R- Deborah Bolas
A- Anthony R. Crawford

Missouri Institute of Psychiatry
5400 Arsenal Street
St. Louis, MO 63139
644-8838
R- Connie Wolf
A- Saundra Hudson

Monsanto Company
Information Center
P.O. Box 7090
St. Louis, MO 63177
694-4778
R- W. A. Wilkinson
A- Charlotte Perabo

Parkway School District
Library Services
455 N. Woods Mill Road
Chesterfield, MO 63017
851-8194
R- Barbara Noble
A- Jan Truitt

Pattonville School District
3199 Parkwood Lane
St. Louis, MO 63043
739-5000
R- Marlin K. Jackoway
A- Susan Biggs

Pet, Inc.
400 South Fourth Street
P.O. Box 392
St. Louis, MO 63166
621-5400 Ext. 308
R- Larry R. Walton
A- Joy Wise

Petrolite Corp. Research Library
369 Marshall Avenue
St. Louis, MO 63119
961-3500 Ext. 325
R- JoAnne Rensing
A- Pauline Beinbrech

Principia College
Elsah, Illinois 62028
(618) 374-2131 Ext. 328
R- Marsha Burruss
A-

Reorganized School District #1
P.O. Box 500
House Springs, MO 63051
677-3470
R- Elizabeth Cobb
A- Dr. Clint Crites

Reorganized School District #7
Learning Resource Center
Route #4, Box 207
Festus, MO 63028
937-9188
R- Barbara L. Buxton
A- Gary G. Dunbar

Richmond Heights Memorial Library
7441 Dale Avenue
Richmond Heights, MO 63117
645-6202
R- Edna Amend
A- Carol Sargent

Rock Hill Public Library
9620 Manchester Road
Rock Hill, MO 63119
962-4723
R- Jean F. Wetzel
A-

Rosati-Kain High School
4389 Lindell Boulevard
St. Louis, MO 63108
533-7284
R- Lucille D. Bedan
A-

St. Charles City/County Library
425 Spencer Road
P.O. Box 529
St. Peters, MO 63376
441-2300 & 946-6294
R- Carl R. Sandstedt
A- Betty Harrison

St. Charles School District
Library Services
1916 Elm Street
St. Charles, MO 63301
946-6169/724-3940
R- Mary Thornton
A- Virginia Terry

St. Louis Art Museum
Richardson Memorial Library
Forest Park
St. Louis, MO 63110
721-0067 Ext. 36 & 37
R- Ann B. Abid
A- Joyce Schiller

St. Louis Christian College
1360 Grandview Drive
Florissant, MO 63033
837-6777
R- JoAnn Smith
A-

St. Louis College of Pharmacy
4588 Parkview Place
St. Louis, MO 63110
367-8700 Ext. 30
R- Helen Silverman
A- Roberta Ohmer

St. Louis Community College
Instructional Resources
5801 Wilson Avenue
St. Louis, MO 63110
644-9590
R- Susan Lewis
A- Maggie Gough

St. Louis County Library
1640 South Lindbergh Boulevard
St. Louis, MO 63131
994-3300
R- Don J. Gaertner
A- Betty Schramm

St. Louis County Special School District
12110 Clayton Road
Town & Country, MO 63131
569-8308
R- Eleanor Hodges
A- Mildred Denton

St. Louis Mercantile Library Association
P.O. Box 633
St. Louis, MO 63188
621-0670
R- Elizabeth Kirchner
A-

St. Louis Police Library
315 S. Tucker Boulevard
St. Louis, MO 63102
444-5581
R- Cathy Reilly
A- Rebecca Wolfe

St. Louis Public Schools Library
1100 Farrar Street
St. Louis, MO 63107
621-8624
R- Dr. R. Grant Brady
A- Robert Nador

St. Louis Public Library
1301 Olive Street
St. Louis, MO 63103
241-2288
R- Joan Collett
A- Anna E. Horn

St. Louis University
Pius XII Memorial Library
3655 West Pine Boulevard
St. Louis, MO 63108
658-3100
R- William P. Cole
A-

St. Louis University
Medical Center Library
1402 South Grand Boulevard
St. Louis, MO 63104
664-9800 Ext. 125
R- Francis B. O'Leary
A- Lorraine Taylor

St. Mary's College of O'Fallon
200 N. Main Street
O'Fallon, MO 63366
272-3420/441-6560
R- Sister John Bosco Sanders
A-

Membership Institutions (Cont'd)

Scenic Regional Library
11 South Washington Avenue
Union, MO 63084
583-3224
R- Sallie Henderson
A- Kenneth J. Rohrbach

Southern Illinois University-Edwardsville
Lovejoy Library
Edwardsville, IL 62026
(618) 692-2711 Toll Free: 621-5168
R- Gary N. Denue
A- Donald R. Smith

United Nations Association U.S.A.
Greater St. Louis Chapter
7359 Forsythe
St. Louis, MO 63105
721-1961
R- Alice W. Dunlop
A- Julian Fernandez

University City Public Library
6701 Delmar Boulevard
University City, MO 63130
727-3150
R- Bruce H. Collins
A- Shirley Goldberg

University of Missouri-St. Louis
8001 Natural Bridge Road
St. Louis, MO 63121
553-5053
R- Ron Krash
A- Barbara Lehocky

Vianney High School
1311 S. Kirkwood Road
St. Louis, MO 63122
965-4853 Ext. 45
R- Larry Skull
A- Jerry Stevison

Washington County Library
235 East High Street
Potosi, MO 63664
438-4691
R- Esther Rose Mitchell
A- Dorothy Lore

Washington Public Library
Jefferson Street
Washington, MO 63090
314-239-7779
R- Carolyn Witt
A-

Washington University
Freund Law Library
Campus Box 1120
Lindell & Skinker
St. Louis, MO 63130
889-6450
R- Margaret Goldblatt
A- Judith Gutglass

Washington University
Medical School Library
4580 Scott Avenue
St. Louis, MO 63110
454-3711
R- Debbie Yedlin
A-

Washington University
Olin Library
6600 Millbrook Boulevard
St. Louis, MO 63130
889-5400
R- Charles D. Churchwell
A- Renata Rotkowicz

Eden-Webster Libraries
475 E. Lockwood
St. Louis, MO 63119
968-6900, 961-3627 Ext. 50 & 51
R- Karen Luebbert
A- Anne Moedritzer

Webster Groves Public Library
301 East Lockwood
Webster Groves, MO 63119
961-3784
R- Anne T. Horton
A- Helen Mardorf